



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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(213) 974-1101
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DAVID E. JANSSEN
Chief Administrative Officer

September 28, 2005

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

QUARTERLY OVERTIME REPORTING - REASONS FOR OVERTIME

On March 1, 2005, the Board of Supervisors requested the Chief Administrative Office (CAO) to report back, on a quarterly basis, the specific budget-driven reasons that departments request overtime. Departments were informed on May 24, 2005, that the form they use to request their quarterly overtime had been modified to capture additional information. Up until the May 24, 2005 modification, departments had not been asked to identify whether their overtime requests resulted from one or more of the following four categories:

- Implementation of new programs, workload and/or caseload increases;
- Vacancies;
- Recruitment issues or hiring delays; and/or
- Hiring freeze.

Departments have since begun the process to identify the above reasons they require overtime, and partial information was received for the first quarter period of July 1, 2005 through September 30, 2005. We expect that all departments will be able to provide complete data in the new format for the second quarter, which will be summarized in a report and provided to your Board by Monday, October 17, 2005.

If you have any questions please call me, or your staff may contact Sid Kikkawa at (213) 974-1133.

DEJ:DL
SK:AB:ljp

c: All Department Heads

overtime 09-28-05.bm